



TENTATIVE PARCEL MAP FOR CONDO CONVERSION STAFF CHECK LIST

(No additional units; additional units are Tentative Parcel Map Applications.)

TPM Number _____ Accepted for filing _____ by _____
Date Name

YES NO

☐☐

MORATORIA: Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

☐☐

Check for flags

ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION

☐☐

Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back.

☐☐

Signed Affidavit stating that the 60-day prior notification has been accomplished.

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Evidence of Legal Parcel (DPLU #320).

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Deed of current owner.

☐☐

Two (2) copies of the Preliminary Title Report, not more than six months old.

☐☐

Ownership information, if a corporation, partnership or trust.

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Associated requests for Rezones, Major Use Permits, Variances, Administrative Permits, Boundary Adjustment, Certificate of Compliance being filed concurrently. Case number

☐☐

Fire Letter (DPLU #399F).

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School Letters (DPLU #399SC). Letter for each applicable school district.

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Sewer Letter (DPLU #399S) or DEH Stamp on Map.

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Water Letter (DPLU #399W).

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Acknowledgement of Filing Fees and Deposits (DPLU #126).

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Two (2) copies of a Stormwater Management Plan.

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Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal.

PUBLIC NOTICE PACKAGE

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Map(s) properly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list |
| <input type="checkbox"/> | <input type="checkbox"/> | Gummed labels. |
| <input type="checkbox"/> | <input type="checkbox"/> | One set of stamped and addressed envelopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Form #277 with a vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification Forms #299 and #514. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Notification Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of stamped and addressed envelopes to current tenants for each apartment unit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list of the tenants living in the development at the time of application. |

ENVIRONMENTAL DOCUMENTS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CEQA Exemption, collect CEQA Exemption Review Fee. |
|--------------------------|--------------------------|--|

RESOURCE PROTECTION STUDY (DPLU #374)

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (DPLU #394). |
|--------------------------|--------------------------|---|

MAPS

- | | | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map: 1 sheet, 18" x 26". |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: 30 folded prints. |

STATEMENTS ON THE MAP AND SEPIA

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Certification Statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale (engineers). |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's tax rate area, book, page and parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Abbreviated legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, telephone number and signature of all property owners and applicant.
Title of signer if corporation, partnership or trust. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, telephone number and signature of engineer, surveyor or other preparer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning box, existing and proposed, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Regional Category. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Land Use Element Designation. |

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Name of Community Plan, and if applicable, Name of Specific Plan Area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Status of legal access. |
| <input type="checkbox"/> | <input type="checkbox"/> | Associated permit numbers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Statement, include number of dwelling units, or commercial/industrial timeshare units. |
| <input type="checkbox"/> | <input type="checkbox"/> | Table showing the number of bedrooms per dwelling unit and number of parking spaces (no compact spaces). |
| <input type="checkbox"/> | <input type="checkbox"/> | Must meet all Zoning Regulations (height, setbacks, open space, parking) <u>except density</u> . |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all trash enclosures and recreation areas. |

DISTRICTS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer (or septic). |
| <input type="checkbox"/> | <input type="checkbox"/> | Water (or wells). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire. |
| <input type="checkbox"/> | <input type="checkbox"/> | All school districts (elementary, junior and senior high). |

DESIGN

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of condo units/buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross and net area of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed, and width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets: approximate grades, widths, names, radii of curves, cross section, public or private. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topography shown and extending 100 feet outside property boundaries. Source of topography, including map number. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses, flow directions, storm drains, widths and areas subject to inundation, where appropriate, extending 100 feet outside property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Circulation Element Road(s). |

ENTERED ON FILE COPY OF MAP

Ownership Verification (OWN): Okay or see Deed(s) ☐

Tax Rate Area (TRA) ☐

Improvement Valuation (IMPS) ☐